

Maryland Drug Courts



MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS
Office of Problem-Solving Courts

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DISCRETIONARY
GRANT APPLICATION
INSTRUCTION KIT
2009

GRANT APPLICATION KIT INDEX

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Note : Throughout the document all links and attachments will go directly to the page or document required. Some links go directly to the Maryland Drug Courts website.

Documents Application	*Required to Complete	Link or Attachment	Details
*Letter of Intent		Letter of Intent	Due 2/22/08
*Cover Sheet		Cover Sheet	Due 3/20/08
*Budget Form (2009) Itemized		Budget Itemized	Due 3/20/08
*Justification Form		Justification	Due 3/20/08
*Roles and Responsibility (Sample Form)		Roles & Responsibilities	Due 3/20/08
*Budget Projection 2010		Budget Itemized	Due 3/20/08
Budget Form (2009) Quarterly Reporting		Budget Quarterly	Due Months 01 / 04 / 07 / 10
Time and Task Plan FY2009		Sample Included	Due w/award response
Semi – Annual Report Form		Semi- Annual	Due Months 01 and 07
Drug Court Coordinator Job Description		Coordinator	Attached
Drug Court Case Manager Job Description		Case Manager	Attached

General Resources

The following is a list of links to local and state resources.

Resource	Link
Website Access – Office of Problem- Solving Courts	http://mdcourts.gov/opsc/dtc/
Maryland Drug Court Guidelines	Goals
Addressing Disproportionate Minority Contact (DMC) Requirement (.pdf)	DMC
Defining Drug Courts: The Key Components (.pdf)	10 Keys
16 strategies – Juvenile Drug Court Components	16 Strategies
National Drug Court Institute	NDCI
National Association of Drug Court Professionals	NADCP
Maryland COMAR – ADAA	ADAA
Maryland Drug Court Evaluations - Website Link	EVALS
Maryland Drug Court Map	UGMS

Application Submission Requirements

The completed grant application kit must be e-mailed to DTCC@mdcourts.gov on or before Friday March 20, 2008. Submit the completed application kit as instructed below:

- ❖ Attach the completed *Grant Application Kit* as e-mail. **Do not submit more than one grant application per e-mail.** Each program should be listed and requested on a separate application. ie: If the applicant is one county with four drug courts, the OPSC expects to receive four separate and complete applications; DUI and Adult programs under District Court are two separate applications.
- ❖ Include in the subject line of each e-mail the grantee name and project title (*e.g., ABC County, Circuit Court Adult Drug Court*).

MISSION AND PURPOSE

Through an annual appropriation from the Maryland General Assembly, the Office of Problem-Solving Courts awards grants each year to sustain and enhance drug treatment courts throughout Maryland. The grants are available to support adult, juvenile, family/dependency and drug treatment courts in both Circuit and District Courts.

The Standards Committee of the National Association of Drug Court Professionals developed a manual that set out ten key elements of successful drug courts. To receive a grant from the Office of Problem-Solving Courts, a drug treatment court **must** comply with these ten key components. There is a link to *The Key Components* on [page 3](#) of this document.

These grants are **not** intended to supplant existing funds or services provided to the Circuit or District Courts. The Office of Problem-Solving Courts encourages drug treatment courts to seek additional funding for program activities, including governmental and private grants. The Office expects that local county governments currently supporting the regular activities of the drug treatment courts will continue to fund existing positions. Local county governments also may be called upon to fund new positions or programs that support drug treatment court initiatives.

Fund Source Overview

Background

The Maryland Judiciary established the Drug Treatment Court Commission in 2002 to support the development of drug courts throughout the State. This action was taken in response to the grim reality that more than half of all individuals arrested in Maryland are dependent on alcohol or other drugs. The human cost associated with such addictions is inestimable, but the cost to the State with respect to crime and the collateral health care consequences is in the billions of dollars.

While the success of drug courts is attributable in large measure to the active engagement of courts at the epicenter of effective substance abuse treatment, the drug court problem-solving approach is very much a collaborative effort that is heavily driven by the availability of adequate resources and dependent on critical support services. Essential treatment, supervision, legal representation, drug and alcohol testing and court coordination are necessary for the continued success and expansion of drug courts. The paucity of these resources and support services demands that the Judiciary coordinate and integrate its drug court initiative with the alcohol and drug abuse efforts of local and state governments.

With limited resources beyond the grant support derived from federal funds and the limitations of these existing resources, the ability to sustain drug courts and to extend their reach to more jurisdictions and greater volumes of cases becomes problematic.

This situation prompted the formulation of a Drug Court Action Plan outlining the collective fiscal strategy developed in collaboration with the Judiciary's drug court partners, which include the Alcohol and Drug Abuse Administration, the Division of Parole and Probation, the Department of Juvenile Services, the Department of General Services, the State's Attorney's Office, the Office of the Public Defender, and the Governor's Office of Crime Control and Prevention. Axiomatically, in drug courts, the whole is truly the sum of its parts. If one of its core components of treatment, supervision, drug/alcohol testing, and legal representation fails to receive sufficient resources, overall program success is marginalized.

In December of 2006 the Office of Problem-Solving was established by administrative order by Chief Judge Bell. The Drug Court Commission is now a Drug Court Oversight Committee within the Judicial Conference and continues to act on behalf and in support of Drug Courts in the State of Maryland.

In FY 2008, the Office of Problem-Solving Courts is soliciting grant applications to establish new and expand the capacity of existing drug treatment courts around the State. The FY 2008 grant solicitation addresses the following drug court purpose areas:

- ❖ Fiscal support to adequately staff the State's Attorney's Office or Dedicated Drug Court Assistant State's Attorney or Paralegal staff.
- ❖ Dedicated Drug Court Coordinators under the court's supervision
- ❖ Dedicated Case Managers (Resource Managers) under the court's supervision
- ❖ Adequate drug/alcohol testing means and resources
- ❖ Specific participant services (i.e.: Housing, Education, Vocational)

Funding Levels

- ❖ Minimum Award: None
- ❖ Maximum Award: None
- ❖ Match: The Maryland Drug Treatment Court Program does not require matching funds; however, applicants must document in-kind contributions and all other sources of funding.

Period of Award

Grant periods begin on or after July 1, 2008, and end on or before June 30, 2009.

Eligible Applicants

District and Circuit Courts are the only eligible applicants.

Funding Cycle

The Office of Problem-Solving Courts awards grants on a State fiscal year cycle. Grants awarded for FY 2009 will support costs incurred between July 1, 2007, and June 30, 2008

Distribution of Funds

The OPSC shall reimburse grantees according to their reported expenditures quarterly reporting form.

Grant funds shall be disbursed, to the extent practicable, on a reimbursement basis, or as stipulated in the grant agreement. Funds are disbursed upon receipt of a request for reimbursement and required progress, statistical and financial reports for the period of reimbursement. The Judiciary Grants Coordinator must approve exceptions to this policy. Exceptions may be made when, for example, the grantee would not be able to provide the services and programs without start-up funding. When exceptions are made to the reimbursement policy, other fund distribution schedules, such as holding 10% of the funds until all grant deliverables are complete and reports are filed, shall be considered by the OPSC in consultation with the Judiciary Grants Coordinator.

The OPSC staff reserves the right to withhold payments in the event that the drug treatment court has failed to comply with the grant requirements.

Eligible Activities

Each county/district administrative judge will be informed of the amount of the jurisdiction's drug treatment court grant by a letter from the Chief Judge immediately following the commencement of the fiscal year for which funding is provided. The Drug Court Coordinator will receive a copy of the approved, itemized budget. Upon notification of a grant award, the administrative judge in the jurisdiction will be asked to identify the recipient of the funds (person or entity) and the address to which payments should be sent.

The grants are available to support adult, DUI, juvenile, family dependency drug treatment courts in both Circuit and District Courts. Following is a description of eligible activities and services that may be supported by the grant project.

- ❖ Academic training/tutoring/GED assistance;
- ❖ Aftercare/relapse prevention/alumni groups;
- ❖ Case manager and/or resource specialist (not clinical or DPP officer);
- ❖ Child care;
- ❖ Community service projects;
- ❖ Cooperative Extension materials;
- ❖ Drug and alcohol testing;
- ❖ Drug court coordinator;
- ❖ Employment services;
- ❖ Family/marital counseling;
- ❖ Group counseling/peer support;
- ❖ Health education/life skills;
- ❖ Higher education fees/testing/noncredit courses;
- ❖ Housing alternatives/resources;
- ❖ Parenting/child development classes;
- ❖ Staff training;
- ❖ State's Attorney's Office;
- ❖ Transportation (public and private); and
- ❖ Vocational/job training.

Requesting an item that is not listed in the above examples is acceptable and will be considered based on need, goals, and funding availability. Please be sure that the item justifications are specific and detailed.

Ineligible Activities

Grant funds *may not* be used to support the following services, activities, and costs:

- ❖ Administrative fees/costs;
- ❖ Any expense or service that is readily available at no cost to the grant or that is provided by other federal, state, or local funds;
- ❖ Construction;
- ❖ Food, meals, beverages, or other refreshments;
- ❖ Fundraising activities;
- ❖ Lobbying activities;
- ❖ Membership dues for individuals;
- ❖ Incentives;
- ❖ Operational costs;
- ❖ Promotional gifts;
- ❖ Proselytizing or sectarian worship;
- ❖ Vehicles or equipment for government agencies that are for general agency use;
- ❖ Weapons, ammunition, explosives, military vehicles or purchase of vehicles or property.

SMART – Drug Court Management Information System (MIS)

By signing and submitting the Drug Treatment Court Grant Application, applicants are certifying that they agree to enter and update case data in the SMART (Statewide Maryland Automated Records Tracking) system in a timely manner. Participation in SMART does not assure grant funding, but it is a requirement for funding consideration.

EVALUATION

The Office of Problem-Solving Courts also intends to continue investing in drug court evaluations. Evaluations serve a dual purpose: results from an evaluation can bolster support for the drug court model, while evaluation findings will also be used to improve program operations.

Using SMART as the statewide management information system is a good first step towards obtaining high-quality research about drug courts because it will ensure that consistent information about outcomes will be collected across the State. The Office continues to be the primary source of drug court evaluations in Maryland.

- ❖ **Types of Evaluations** - The Office will fund process evaluations, outcome evaluations, and cost/benefit studies for each certified drug court program.
 - **Process evaluations** are descriptive surveys of program and participant characteristics. The primary purpose of this type of evaluation is to give a “snapshot” of the drug court program and the participants enrolled in the program. Generally, simple statistical measures such as percentages; averages (mean, medium, and mode); and cross-tabulation analysis are used in process evaluations.
 - **Outcome evaluations** examine the effect of the program on the participants and the involved systems (the court, treatment agencies, and community supervision). Outcome evaluations question whether drug court programs are more effective in reducing recidivism and lessening drug use than are traditional court and criminal justice dispositions for drug offenders.
 - **Cost/benefit analyses** compare the cost of drug court treatment and the costs of alternative handling of drug offenders. Cost/benefit analyses may also compare the costs of treating addiction with the societal costs of neglecting addiction treatment

By signing and submitting the Drug Treatment Court Grant Application, applicants are certifying that they agree to participate in and comply with the requirements of all evaluations initiated by the Office of Problem-Solving Courts during FY 2009.

Drug Court Certification

To ensure that all drug courts in Maryland operate under prescribed guidelines and meet the standards articulated in the *Key Components of Drug Courts*, the Office of Problem-Solving Courts is instituting a certification process for all operational and planned drug court programs. The Office of Problem-Solving Courts staff will notify all drug courts about the certification process.

Local Drug and Alcohol Abuse Councils

Chapters 237 and 238 of the Acts of the General Assembly of Maryland of 2004 provided for each county to have a local Drug and Alcohol Abuse Council to develop the plans, strategies and priorities of each county for meeting the identified needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention, intervention and treatment. These initial two-year plans were required to be submitted to the Governor's Office by July 1st, 2005. The local Drug and Alcohol Abuse Council should be informed of each drug court grant application for any alcohol or drug abuse treatment services to ensure the strategies and priorities set out in the local plan are being followed.

Application Forms

Letter of Intent

To be eligible for funding, courts must submit a electronic letter of intent to the Office of Problem-Solving Courts by Friday February 22, 2008 that documents their intent to submit a grant application. Submitting a letter of intent does not obligate a court to submit an application however, only courts who submit letters of intent will be considered for funding; one Letter of Intent per program. **Do not change the format or page setup of this document.**

Application Cover Sheet

The *Coversheet* identifies the project, the requested amount of grant funding, the names of key grant officials and how to contact them, and other pertinent information. OPSC will not review applications that do not include the *Coversheet*. One Cover Sheet per program.

Application Acknowledgment

The Office Of Problem-Solving Courts (OPSC) will acknowledge receipt of each application via an e - mail to the authorized official identified on the application cover sheet within two business days. Upon receiving the "Letter of Intent" each application will be assigned a seven-digit application number. This application number must be included on all subsequent correspondence submitted to OPSC related to the application.

Budget Forms

The FY 2009 *Budget Form* must present the amounts requested in each budget category. The *Justification Form* must present a description of and justification for each item in the budget and the amount requested in the total column. One Budget Form per program. **Do not change the format or page set up of this document.**

Roles and Responsibilities

Each applicant must describe the roles and responsibilities of all partner agencies as they relate to the drug court. No signature pages are required. One Roles and Responsibilities Form per program. Examples are included.

Supporting Documents

- ❖ **Policy and Procedure Manual** – The drug court must develop and maintain written policies and procedures for the operation of the program. Applicants must attach a copy of the drug court's policy and procedures manual, which must include, at a minimum, the following information:
 - ❖ Mission statement
 - ❖ Description of target population
 - ❖ Eligibility criteria
 - ❖ Goals/Objectives
 - ❖ Any signed agreements (copies are acceptable), MOU's, MOA, Contracts
- ❖ **Participant Handbook** - The drug court must develop and maintain a written handbook for participants that's describes the program, criteria, expectations, milestones, case management etc. If your drug court program does not have a Drug Court Handbook, do not create one for the submission. Please put the task of creating a handbook on your time task plan after your award letter has been completed.

Each applicant must meet the following specific criteria to be eligible for funding. The Policy and Procedure Manual should clearly illustrate compliance with and inclusion of all ten components. Juvenile Drug Courts should in addition reference the 16 strategies. (Attachment in resource section of this grant)

ACCOUNTING REQUIREMENTS

REVENUE AND EXPENDITURE ACCOUNTS

- ❖ Grantees must maintain records of their financial transactions and accounts in accordance with generally accepted accounting principles. Each grantee must:
- ❖ Work closely with its local county or city government to establish appropriate accounting practices to monitor grant funds awarded through this program and follow general accounting principles used by the local county or city government;
- ❖ Establish a separate revenue account into which it will deposit Drug Treatment Court grant funds;
- ❖ Establish a separate expenditure account to which it will charge Drug Treatment Court grant expenditures; and
- ❖ All contracts and purchases must comply with Judicial Procurement Procedures. Any service or item that exceeds \$2,500.00 must be bid for services;
- ❖ No drug court program is exempt from county and state fiscal/human resource Policies;

- ❖ Any District Court interested in applying for any grant - local, state or federal resources shall receive written permission from District Court Headquarters in order to pursue any funding source. A letter requesting permission to apply can be sought with the OPSC. The OPSC requests Chief Judge Clyburn's review of any grant application request;
- ❖ Any Circuit Court interested in applying for any grant - local, state or federal resources shall work with the OPSC in order to receive a letter of support from the Chief Judge for the State of Maryland;
- ❖ All grant applications for any purpose from any providers must be submitted to the OPSC prior to submission and will be kept on file. Grant assistance and feedback can be requested with 24 hour notice;
- ❖ Monitor these accounts regularly to ensure that grant funds are credited and charged appropriately. Grant funds must never be commingled with or revert to general county or city funds. ***As of July 1, 2008 all drug court awards are on a reimbursable payment schedule.***

INTEREST ON GRANT FUNDS

If interest accrues on unspent balances in the drug treatment court's revenue account, the grantee must report it on the Quarterly Expenditure Reporting form. Interest may only be used for allowable project costs, as reflected in the approved grant budget; however, it cannot be spent without the written approval of the Office of Problem-Solving Courts. Interest on grant funds should never be commingled with or revert to general county or city funds.

UNUSED AWARD

Grantees must project the use/nonuse of unspent grant funds and report the amount to the Office of Problem-Solving Courts staff by April 15 of each year. The OPSC will provide each grantee with the documents necessary to complete the request. The OPSC will open this request on March 1 and close this reporting period on April 15.

BUDGET ADJUSTMENTS

Upon notification of grant awards, jurisdictions will be required to submit revised budgets that will include spending plans/timelines. Each jurisdiction must comply with this revised and final budget through the quarterly reporting process described below.

NEW POSITIONS

The Time and Task Plan, due after the grant is awarded, must reflect the date(s) by which all new positions will be filled. If a position is not filled by the projected date, the grantee must report to the Office of Problem-Solving Courts the reason for the delay and the expected date by which the position will be filled. Failure to fill a new position or to request an extension from the Office of Problem-Solving Courts by the projected date may result in delay of fund distribution or termination of the grant.

PROGRAM INFORMATION

Grantees must inform the Office of Problem-Solving Courts within 10 calendar days of any changes in the Drug Court Coordinator and in each quarterly reporting period for all other Drug Court Team Members. (Judge, Coordinator, Treatment Team, SAO, OPD, DJS, DPP etc)

Grantees must submit organizational information – including brochures, policies, by-laws, articles of incorporation, and other materials – upon request to the Office of Problem-Solving Courts staff.

INFORMATION SHARING – The applicant must submit a copy of any project evaluations; evaluation plans, recidivism studies, or related reports that have been completed during the fiscal year.

SITE VISITS

Grantees may be subject to site visits by Office of Problem-Solving Courts staff or designees from the Administrative Office of the Courts. The site visits will be designed to ensure compliance with the grant guidelines and evaluate the grantees in terms of their stated goals and objectives and *The Key Components of Drug Courts* and *16 Strategies*. Site visits will also include a fiscal review of grantee and programmatic expenditures.

PERSONNEL AND PAYROLL RECORDS

Grantees must follow their regular payroll, personnel, and time and attendance policies for each position supported by this grant. Upon request, they must provide a copy of those policies to the Administrative Office of the Courts.

RECONCILIATION WITH COUNTY/CITY RECORDS

Grantees are responsible for monitoring county/city records regularly regarding Drug Treatment Court grant funds. The administrative judge or a designated staff person should receive regular expenditure reports and reconcile drug treatment court records with those of the county or city to ensure accuracy. Upon the conclusion of each fiscal year, each grantee must include a copy of the county/city reconciliation documents that confirm the drug court grant expenditures through out that fiscal year. The county government is being provided 60 days to report the 4th quarter at the end of each fiscal year. Extensions may be requested in writing and should be sent directly to the OPSC- DTCC@mdcourts.gov.

MANAGEMENT REVIEWS AND AUDITS

Grantees may be subject to periodic management reviews or audits. The reviews or audits may be announced or unannounced.

REPORTING REQUIREMENTS

QUARTERLY EXPENDITURE REPORTS

Each grantee must submit a report documenting its quarterly and cumulative grant expenditures for Fiscal Year 2009. This report should not reflect any funds from other sources. Report only the Office of Problem-Solving Courts grant funds encumbered and expended on this report. The Quarterly Expenditure Reports are due no later than 30 days after the close of the quarter based on the following schedule:

REPORTING PERIOD	QUARTERLY EXPENDITURE REPORT DUE DATE
July 1 – September 30	October 30
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	August 30

Failure to submit timely Quarterly Expenditure Reports may result in the delay of grant payments or termination of the grant.

SEMI- ANNUAL PROGRESS AND STATISTICAL REPORTS

Each grantee must submit a Drug Treatment Court Grant Semi-Annual Progress and Statistical Report. Semi-Annual Reports are due no later than 15 days after the close of the reporting period based on the following schedule:

REPORTING PERIOD	SEMI- ANNUAL REPORT DUE DATE
July 1 – December 31	January 15
January 1 – June 30	July 15

All reports must be submitted in the format provided in this application kit. Printouts from court or city Management Information System (MIS) programs are not an acceptable substitute for this statistical form.

The Office of Problem-Solving Courts will use the information collected from the Semi-Annual Reports to monitor the funded programs and assist in determining if they are meeting their stated goals and objectives. The Administrative Office of the Courts reserves the right to reflect the data provided in statistical and annual reports and other publications for general distribution.

Failure to submit timely Semi-Annual Reports may result in the delay of grant payments or termination of the grant.

Annual Reporting

Upon receiving a grant award, grantees are required to submit progress report(s). OPSC will contact each grantee as to specific reporting requirements after the court has executed the acceptance of the grant award. The reporting document will be provided by the OPSC and will reflect requests for information based on the projects that have been awarded.

The Office of Problem-Solving Courts reserves the right to terminate and suspend payment for any grant that it has awarded whenever a grant recipient has failed to satisfactorily perform its duties under the grant. It also reserves the sole right to amend any grant agreement, after giving written notice to the grant recipient. Finally, it reserves the right to terminate or suspend payment under any grant when the General Assembly has reduced the budget of the Judiciary.

GRANT STATEMENT

Upon publication of any material associated with this grant the following written statement shall be included. Please copy this statement for all brochures, publications and manuals.

“The Administrative Office of the Courts, Office of Problem- Solving Courts funded this project under a discretionary grant to (name your county, court, program).”

CONTACT INFORMATION

If you have questions about the application process or forms, please contact
Jennifer Moore at 410.260.3618 or dtcc@mdcourts.gov.